

Date: _____

MEMORANDUM

From: PWC Self Help Division (Charles Fink Engineering Technician)

To: Oceana/Dam Neck Base Safety Office

Subject: REQUEST APPROVAL FOR SELF-HELP MATERIAL AND INSTALLATION

Encl: Material Requirements Document NAVFAC 9-11014/8 (4-67) and Work Request NAVFAC 9-11014/20 REV. 2-68.

1. Approval is requested for the attached Self-Help project:

Project Name: _____

Building Number: _____

Phone Number: _____

From: Oceana/Dam Neck Base Safety Office

To: PWC Self Help Division

1. The attached work request has been reviewed for conflict with existing safety regulations:

Approved Signature

Disapproved Signature

Reason for disapproval: _____

Self-Help Manager Approval/Disapproval _____
Signature

Date: _____

Note: Base Safety office must review any work requests consisting of floor or wall tile removal, replacement or modification.